Admissions

Visiting SWAU
We at Southwestern Adventist University are happy to have prospective students and parents visit the campus. It is best to visit during the week as offices are closed on weekends. Because weekend visitation is best for some, there are two special weekend programs annually. These are in March and June. Call for details at (800) 433-2240.

General Admission
The Admissions Office will answer questions and help students find advisors in their chosen fields. You may contact the Admissions Office locally at (817) 645-3921, ext. 294, or toll-free at (800) 433-2240. Students wishing to enter the Nursing program or the Adult Degree Program must meet additional admission requirements (see page 89 for Nursing and page 8 for the Adult Degree Program). Students wishing to graduate with an Elementary Education or Social Work major must also meet additional requirements (see page 58 for Education and page 110 for Social Work). Counsel with an advisor regarding these requirements and check those sections in this bulletin. The following are the regular admission procedures.

New Freshman Admission
SWAU classifies new freshmen as students having 0 to 11 semester hours of college credit. SWAU requires that students be at least 16 years of age and have graduated from high school or have an equivalency diploma. Students must have acceptable ACT or SAT composite scores.

The following are admission procedures for new freshman:

1. Complete and return an application to the Admissions Office.

2. Submit an official high school transcript, showing graduation date, to SWAU’s Admissions Office. If the applicant has enrolled at any college, an official transcript of that academic record must also be submitted. Any applicant who has not graduated from high school must submit an official GED or state equivalency diploma, and an official transcript from the last high school attended if the applicant attended a high school. Home schooled applicants must submit an official GED or state recognized high school equivalency certificate.

3. Submit an official score report of an ACT or SAT exam. New freshmen must have a minimum SAT composite of 800 or an minimum ACT composite of 17 to enroll in regular classes. New freshmen who have an SAT composite between 600 and 790, or an ACT composite between 13 and 16, will be enrolled in the Jump Start Program. Applicants who graduate from high school with a cumulative GPA of 3.0 or higher and have a composite ACT of 16 or composite SAT of 760 to 790 are exempt from the Jump Start Program. Applicants whose highest composite scores are below 600 on the SAT or below 13 on the ACT exam will not be accepted. Southwestern’s Counseling and Testing Center offers the SAT for applicants who have not taken the exam or who wish to take the SAT again. SAT results from an on-campus exam cannot be transferred to other institutions or used for athletic freshman eligibility. Applicants who have passed a college level English composition course and a college level math course are exempt from having to submit SAT or ACT scores.

4. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and make a determination regarding the applicant’s eligibility for admission.

The Admissions Office will notify applicants by letter regarding acceptance status after application and transcripts have been received. An applicant will be accepted in good standing as a regular student in a degree program when all requirements have been met. Acceptance allows the financial aid and pre-registration process to begin. A conditional acceptance is given if acceptable ACT or SAT scores or an official transcript is submitted but all required documents have not been submitted. Enrollment is limited to a maximum of three semesters when a student has a conditional acceptance.

Transfer Student Admission
A transfer student is one with 12 or more transferrable semester hours. Transfer students may be admitted in any semester. The following are admission procedures for transfer students:

1. Complete and return an application to the Admissions Office. To receive Federal financial aid transfer students must indicate on the application when they graduated from high school or passed a GED or state high school equivalency test.

2. Submit an official undergraduate transcript from each college or university the student has attended. All official college transcripts must be submitted in the same semester that the student begins classes. A degree audit should be completed before registration the next semester. Transfer students who were home schooled at the high school level and have not completed a college program of at least two years in length must have passed a state recognized high school equivalency test or GED to receive Federal financial aid.

3. Submit SAT or ACT scores if the applicant has not passed both an English composition course and a college math course and has less than 24 transferrable semester hours. TAAS or TASP scores can be submitted in lieu of SAT or ACT scores. Minimum acceptable scores: SAT 800 composite; ACT 17 composite; TASP 220 Writing, 230 Math, and 230 Reading; TAAS 1770 Writing with a Texas Learning Index of 86 Math and 89 Reading. Southwestern’s Counseling and Testing Center offers the SAT throughout the year for students who need to take the test. SAT results from an on-campus test cannot be transferred to other institutions or used for athletic freshman eligibility.

4. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and make a determination regarding the applicant’s eligibility for admission.

Applicants receive notification of acceptance status from the Admissions Office. A transfer student will be accepted in good standing as a regular student in a degree program when all requirements are met. A transfer student with a cumulative GPA of less than 2.0 from previous college work will be accepted on academic warning. A conditional acceptance may be given if all official transcripts have not been submitted. Enrollment will be limited to one semester when a student has a conditional acceptance.
International Student Admission

SWAU classifies as an international student all applicants not a citizen or permanent resident of the United States. The procedures for international applicants are as follows:

1. Complete and return an application to the Admissions Office.

2. Submit official academic transcripts as required by new freshmen, transfer, or graduate admission procedures as appropriate. Degree-seeking students with previous college work must submit an official English translation before SWAU can give transfer credit.

3. Submit a SWAU Personal Data form.

4. Submit official English language proficiency exam scores. International students wishing to take regular classes must show proof of their ability to take classes at an institution where the language of instruction is English. The student must take the Test of English as a Foreign Language (TOEFL) with a minimum proficiency level of 190 on the computer-based test, or 520 on the paper-based test. If unable to take the TOEFL before arriving on campus, the student must take the Michigan Test through the English as a Second Language (ESL) department at Southwestern, and must pass with an average of 80 over each section. International students are not required to take the SAT or ACT, but acceptable SAT or ACT scores may be submitted in place of a TOEFL or Michigan Test score. Canadian students will be admitted under the regular admission policy and must submit SAT or ACT scores. Students who do not meet these minimum requirements will be required to take ESL courses, Jump Start courses, or a combination of these classes in the first semester of enrollment at Southwestern.

5. Submit a SWAU Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, medical insurance, and personal expenses while studying at SWAU.

6. Submit a deposit of $750 and a pre-payment of $3,900 if the applicant is not a citizen of U.S. Territories or Canada. The $3,900 pre-payment will be applied to the student's first semester's expenses at SWAU and the $750 deposit will be retained as a reserve fund. The reserve fund will become available to the student upon graduation or permanent withdrawal from school, if the student's account balance is zero. No interest is paid on the deposit held in reserve. Deposits and pre-payments will be returned to applicants who do not enroll, minus expenses for mailing I-20s.

7. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admission Committee will review the letter and make a determination regarding the applicant's eligibility for admission.

The Admission Office will notify applicants by letter regarding acceptance status after application and transcripts have been received. When an academic acceptance is granted and a Certificate of Finance with acceptable documentation, a SWAU Personal Data form, a deposit and the pre-payment have been received SWAU will issue an I-20.

Because of the prolonged time required to process paper work through embassies and mail systems, SWAU strongly recommends that international applicants meet all financial and academic requirements for admission at least two months prior to registration. Failure to submit the required documentation, deposit and pre-payment by this deadline will jeopardize the issuance of an I-20. In extenuating circumstances, SWAU can express-mail papers at the expense of the applicant. Fees for express-mailing vary according to country but are usually between $15 and $100.

Southwestern Adventist University does not issue I-20's for international applicants to the Adult Degree Program. International students applying to the Adult Degree Program must meet ADP admission requirements.
Admissions

OTHER STUDENTS

Auditing Students
Students who plan only to audit classes must submit an application. They will be admitted as an auditing student.

High School Students
High school students currently enrolled in their junior or senior year may take classes at SWAU. They must submit an application and provide a letter from their principal giving permission to take these classes.

Returning Students
Former SWAU students wishing to return to SWAU must reapply for admission. Students must reapply if they have not been in attendance for one or more semesters.

Teacher Certification Students
All teacher certification students must submit an application and official transcript showing graduation from either an undergraduate or graduate institution before registering. Other transcripts may be submitted at the discretion of the student for credits they would like to have applied to the SWAU transcript. Students who have not earned an undergraduate degree must meet general admission requirements.

Transient Students
SWAU will accept a transient student, a student registering for not more than one semester, with either written recommendation from the student’s college registrar or an official transcript of college work already completed. A transient student planning to take a course with a prerequisite must provide evidence that he/she has the necessary background to take that course. Transient students are not eligible for Federal or state financial aid.

Adult Degree Program

The Adult Degree Program (ADP) meets the needs of those who cannot attend classes on campus on a regular basis. Students who are at least 22 years old, have been out of college for more than one year, and find it difficult to attend classes full-time because of family responsibilities or other obligations are eligible for this program. Requests for exceptions should be directed to the ADP Committee. For an application or to talk with the department, please call (800) 433-2240, ext. 204.

For admission to the Adult Degree Program, students must:
1. Complete the ADP application form and data sheet contained in the ADP brochure.
2. Submit an official report/transcript of one of the following:
   a. an SAT composite score of 800 or higher.
   b. an ACT composite score of 17 or higher.
   c. college transcript with passing grades in English and math classes.
   d. college transcript with grades of C or better in developmental English and math classes.
   e. official transcript(s) with 24 or more semester hours with a cumulative GPA of 2.0 or better.
   f. TAAS score of 220 Writing, 230 Math, and 230 Reading.
   g. TASP score of 1770 Writing with a Texas Learning Index of 86 Math and 89 Reading.
3. Submit official transcripts according to applicable criteria:
   a. Applicants with less than 12 hours of college credit
      1. an official high school transcript showing graduation OR an official certificate from a state recognized high school equivalency test.
   b. Applicants with 12 or more credit hours must submit official transcripts of all undergraduate college work from each college attended.

Developmental/remedial classes cannot be taken through the Adult Degree Program.
A student transferring experiential credit through a portfolio must submit the portfolio for review by SWAU faculty. If SWAU faculty agree that documentation is sufficient for credit, up to 32 credits may transfer in this manner. Courses and the number of credits must be identified on the transcript. Credit will be awarded only in the areas offered within the current curriculum of the institution. No letter grade is given or transferred for experiential credit.
English as a Second Language (ESL)

ESL is Intensive English classes designed for students with limited English language proficiency. To be accepted applicants must:

1. Have graduated from high school and be at least 16 years old.
2. Submit an undergraduate application to the Admissions Office.
3. Submit official academic transcripts as required by new freshmen, transfer, or graduate admission procedures as appropriate. Degree-seeking students with previous college work must submit an official English translation before SWAU can give transfer credit.
4. Submit a SWAU Personal Data form.
5. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and make a determination regarding the applicant's eligibility for admission.
6. Submit a Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, medical insurance, and personal expenses while studying at SWAU if not a citizen of the United States or U.S. Territories.
7. Submit a deposit of $750 and a pre-payment of $3,900 if the applicant is not a citizen of the United States, U.S. Territories, or Canada. The $3,900 pre-payment will be applied to the student's first semester's expenses at SWAU and the $750 deposit will be retained as a reserve fund. The reserve fund will become available to the student upon graduation or permanent withdrawal from school, if the student's account balance is zero. No interest is paid on the deposit held in reserve. Deposits and prepayments will be returned to applicants who do not enroll, minus expenses for mailing I-20s.

The Admissions Office will notify applicants by letter regarding acceptance status after application and transcripts have been received. When an academic acceptance is granted and a Certificate of Finance with acceptable documentation, a SWAU Personal Data form, a deposit and the pre-payment have been received SWAU will issue an I-20.

Students who successfully complete 12 hours of ESL, passing each class with a grade of C or better, and who pass the Michigan Test of English, are not required to submit ACT or SAT scores to continue in another academic area.

Transcript Policies

1. An applicant accepted on a conditional basis may be admitted pending the receipt of all official transcripts. Students lacking an official high school transcript, GED, or state high school equivalency diploma can remain conditionally accepted for a maximum of three (3) semesters. Students lacking official college or university transcripts can remain conditionally accepted for one (1) semester only. Official college transcripts must be submitted in the same semester that the student begins classes. A degree audit should be completed before registration the next semester.
2. A student's conditional acceptance remains in effect until all official transcripts are received by SWAU or until the conditional time period is concluded.
3. Acceptance will be withdrawn at the end of the conditional time period if SWAU has not received all missing transcripts.
4. An unconditional acceptance will be granted when all admission requirements are met (official transcripts are received).
5. While a student is attending with a conditional acceptance, SWAU will not issue a SWAU transcript, nor any grade reports, even if the student's account is paid in full. SWAU will not issue a transcript for any student (current or past) who is missing official transcripts.
6. Dismissal will follow if SWAU finds that a student has registered without having graduated from high school or without having passed the GED exam or a state high school equivalency test.